

Jew

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 14 January 1952

FROM :

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SUBJECT: Report for Week January 3-10, 1952

1. Concluded all following arrangements for the Fifth CIA Orientations Course:

- a. Made final check with speakers on the content of their presentations.
- b. Arranged for appropriate visual displays and had the speaker in each case see his display before the date set for his appearance.
- c. Received official information for organization chart presentation.
- d. Had a "dry-run" in the Department of Agriculture Auditorium with all those contributing to the management of the Course, especially the representatives from the Navy, in view of the slides which [] decided to use.
- e. Decided to have Course recorded on tape rather than disk, since the disks were wearing out in the past from the constant usage which they received by the people coming into the Personnel office to take the Course by the machine method.

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2. Checked with [] on items to be done on the CIA Orientations Room, viz. rugs, drapes and audio equipment. He pledged cooperation in pushing the completion of the room.

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3. Received a call from [] asking me to remind the audience of the Fifth CIA Orientations Course of the importance of some of the items mentioned by General Smith and stressing the necessity for security.

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4. [] called regarding two individuals from CIA who were coming to see him. I believe the names were [] office and a man named [].

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5. The number attending the Agency Indoctrination Course Thursday, 3 January, 1952 was [] people; the number attending Monday, 7 January, was [].

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25 YEAR RE-REVIEW

CIA Orientations Officer /

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